

# Coronavirus Mandatory On-Site Mask Protocol

## Employee FAQ

*The following questions and answers are intended to provide additional information and support to employees and their managers with respect to our Mandatory On-Site Mask Protocol. As described in the protocol, given the Coronavirus pandemic, all employees and others at Mercury sites are required to wear face masks while on-site until further notice.*

### Why Is Mercury Requiring Masks On-Site Now?

A number of jurisdictions, employers and businesses in the U.S. and around the globe are currently requiring mandatory masks to help curb the spread of the virus. While a lot remains unknown, it is believed that mask usage is a helpful tool in fighting the virus. At Mercury, we have taken a careful and measured approach to protecting our employees' health and safety during this time. Accordingly, the mandatory mask policy supports this effort.

As locations move away from strict "shelter in place" requirements, maintaining social distancing and wearing masks becomes all the more important. As Mercury returns some employees to its sites in the coming months, mandatory mask usage also provides additional and important safeguards as site density increases. As always, and especially in the current environment, the safety of our employees and their families is critical.

### Are Masks Effective?

There is no guarantee that masks will provide 100% effective protection against the virus, but we believe it is an important precaution in a situation with many unknowns. Many jurisdictions, employers and businesses are instituting similar mask mandates as they navigate the next phases of combatting the virus and as "shelter in place" orders expire. Mercury has exercised caution in response to the virus and requiring masks on our sites is an important component of our safety precautions. Masks are intended to protect not only you, but everyone else within a site – we are in this together as One Mercury.

### What Masks Can Be Worn On-Site?

The following will be provided to employees by location:

- surgical masks
- cloth face coverings
- other masks determined by the site

### Where Can Employees Get a Mask at their Site?

Each site operates a little differently in this and other respects. Site leadership will provide employees with instructions, specific to their site, on where to obtain a mask upon entering the site.

### Does Each Site Have a Sufficient Number of Masks?

Each location has obtained a sufficient number of masks to supply to our employees in the near term and we are planning for and ordering more supplies, as needed. In the event of mask shortages at sites, personal cloth masks will be permitted. Employees should do their best to reasonably conserve and reuse masks so that Mercury can continue to protect our community. Our mandatory mask protocol provides additional information on the safe use of masks and how best to care for them.

## Can Employees Choose to Not Wear a Mask Due to a Health Condition?

Employees are encouraged to speak to their HR Business Partner if they believe their health condition does not allow them to wear a mask. A reasonable accommodation may be granted (e.g., use of a different mask or different work arrangements), based on the facts and circumstances. Documentation may be required to support a reasonable accommodation.

## Are There Requirements for Personal Cloth Masks?

Personal masks should:

- fit snugly and comfortably against the face,
- be secured with ties or ear loops, and
- allow for breathing without restriction.

Masks should not create additional hazards to the employee, such as restricting breathing or creating entanglement hazards with ties or straps.

## How Do Employees Use and Care for Masks?

The mandatory mask protocol describes a variety of considerations around safe usage and care for masks, including the lifespan of surgical masks (typically one week), as well as how to clean cloth masks and dispose of masks. The protocol, as well as available site signage, includes additional details around safe usage of masks.

All masks should be disposed of when the mask:

- no longer covers the mouth and nose,
- is visibly dirty or soiled and cannot be cleaned,
- cannot stay on the face, or
- has holes or tears in the fabric.

## Are Masks a Replacement for Other Efforts?

Masks are not intended to be a substitute for other preventative measures, including:

- frequent hand washing
- social distancing
- avoiding touching eyes, nose and mouth, and
- staying home when sick

We understand that employees will need to eat, drink and perform other actions (e.g., taking required medication) that will require temporary removal of masks while on-site. Removal of masks should be strictly limited to only these times and only for the minimum amount of time necessary. While an employee's mask is removed, social distancing (keeping at least 6 feet apart from others) is critical.

## What If An Employee Refuses to Wear a Mask?

Mercury has made the business decision to require that masks be worn by all individuals on its sites, including employees, customers, suppliers and other visitors. An employee's willful and repeated non-compliance with the protocol may be subject to employment action, based on the individual facts and circumstances. If an employee has questions or concerns about the protocol, they are encouraged to speak with their manager or HR Business Partner.

## How Long Will Masks Be Required at Mercury Sites?

As with many aspects of the current environment, much remains unknown. Mercury is committed to regularly reviewing this and other protocols and policies we have introduced related to the virus, to ensure that our actions align with current business and employee needs. While this protocol applies to all Mercury sites currently, the requirement may expire for certain locations earlier than others based on epidemiological and other considerations associated with the location.

#### **What is the Effective Date of this Protocol?**

Monday, May 25, 2020, for all Mercury sites until further notice.

#### **When Can an Employee Take Off a Mask On-Site?**

Masks should be worn at all times when on-site, except when alone in closed offices, conference rooms, and phone rooms. Employees who are alone in a private office, conference room or phone room, shall keep a mask with them and put it on should a guest or visitor need to enter.